

PRICE COUNTY ADMINISTRATION COMMITTEE
Meeting Minutes

Date: June 3, 2021

Time: 9:00 a.m.

Place: Courthouse County Board Room 101; 126 Cherry St; Phillips, WI

Meeting called to order by Dennis Wartgow, Committee Chairperson at 9:00 a.m. Roll Call: Present – Alan Barkstrom, Jeff Hallstrand, Bob Kopisch, Jordan Spacek, Dennis Wartgow. Also present: Nick Trimner, Leanna Samardich, Jennifer Miller, Ginny Strobl, Paula Houdek (remotely)

Nick reviewed the process for attending meeting via conference call.

Items for discussion and possible action:

1. Communications and Public Comment
2. Minutes from May 12, 2021 meeting: Motion Kopisch/Hallstrand to approve the minutes from the May 12, 2021 meeting as presented. Motion carried.
3. Employee Status Updates
 - a. New Hires, Promotions & Reassignments
 1. Michelle Huber – Judicial Assistant: June 1
 2. Makala Williams – Public Health Nurse: June 1
 3. Amanda Kozak – Public Health Program Coordinator: May 24
 4. David Hauschild - Male Corrections Officer/ Civilian Dispatcher: Later in June.
 - b. Resignations/Retirements/Terminations
 1. Jacqueline Adams – Legal Assistant: May 27 after 30 years.
 - c. Recruitments
 1. Deputy Sheriff: Two applicants will do written exam June 4.
 2. Correction Officer / Dispatch: Still in recruitment process.
 3. Social Worker – Children & Youth: Ongoing.
 4. Highway Operator I: Closes June 9.
 5. Legal Assistant – DA's Office: Closes on the 9th. Interviews being scheduled.
4. Retention and Recruitment Initiative
 - a. Resolution – Revisions to the Non-Represented Wage Matrix: Motion Barkstrom/Spacek to approve the resolutions and forward to the County Board with recommendation for adoption. Motion carried. Updated schedule to be provided.
 - b. Resolution – Adopt Revised Employee Manual: Motion Spacek/Hallstrand to approve the resolutions and forward to the County Board with recommendation for adoption. Motion carried.
 - c. Resolution – Create Full-time Position: Additional Family Skills Worker: Motion Kopisch/Hallstrand to approve the resolutions and forward to the County Board with recommendation for adoption. Motion carried.
5. July's Broker Presentation Expectations and Guidelines: To do presentations: Hedlund Agency/Spectrum, M3, Cottingham and Butler. Reviewed the questions that will be asked.
6. Dementia Care Specialist
 - a. Creation of New Position: Recommended from the Health and Human Services Board. Position will cover the five-county ADRC. \$80,000 for the position plus set-up costs will come from the ADRC. Will be increased to another 1.5 positions for 2022.
 - b. Resolution – Create New Position: Dementia Care Specialist: Motion Hallstrand/Barkstrom to approve the resolutions and forward to the County Board with recommendation for adoption. Motion carried.
7. COVID-19 Administrative Authority and Emergency Leave: Offering emergency leave through end of August.
8. Set next meeting date: July 27, 2021
9. Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Jean Gottwald, County Clerk